

TOWN OF EXETER

JOB TITLE: Electrical Inspector

6/30/14

DEPARTMENT: Planning and Building

POSITION NUMBER: 602

EMPLOYMENT STATUS: Part-Time, Non-Union

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 10

JOB SUMMARY: This position is responsible for inspection of electrical installations in new buildings and renovations in existing buildings.

SUPERVISION RECEIVED: The electrical inspector receives direct supervision from the building inspector evaluated by the building inspector based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: This position has no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of town policies and procedures, ordinances and statutes.
2. Knowledge of current national electric codes adopted by the State of New Hampshire.
3. Skill in public and interpersonal relations.
4. Skill in reading and understanding electrical schematics.
5. Skill in the use of electrical testing equipment, computers and email.
6. Skill in oral and written communication.
7. Ability to read and understand electrical diagrams and installations.

8. Ability to accurately perform arithmetic calculations.
9. Ability to maintain accurate records and files.
10. Ability to communicate effectively, both verbally and in writing.
11. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
12. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, engineers, fire marshal and the general public.

FROM DEPUTY CODE ENFORCEMENT OFFICER

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with a high school diploma or associate's degree, with coursework and training as a master electrician.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of experience; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of a license as a master electrician from the State of New Hampshire.
4. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.